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## Job details

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**Bulletin Number** 49102BR  
**Type of Recruitment** Transfer Opportunity  
**Department** Mental Health  
**Position Title** PROCUREMENT ASSISTANT II  
**Filing Type** Open Continuous  
**Filing End Time** 5:00 pm PST  
**General Information** \*\*\* DO NOT APPLY ONLINE \*\*\*\*

Permanent County employees who currently hold the payroll title of Procurement Assistant II are invited to make their interest known by submitting thier resume, last two (2) Performance Evaluations, last two (2) years time history report to:

**Megan Woodland**  
**Administrative Support Bureau**  
**550 S. Vermont Ave, Room 212**  
**Los Angeles, CA 90020**

Email directly to: [mwoodland@dmh.lacounty.gov](mailto:mwoodland@dmh.lacounty.gov).

**Only the most qualified candidates will be contacted for an interview.**

**Requirements** All interested permanent Los Angeles County employees who have passed their intial probationary period and currently hold the paroll title of the **Procurement Assistant II**.

**Desirable Qualifications**

- In-depth knowledge of eCAPS Procurement and ISD/Departmental purchasing policies and procedures.
- Ability to establish good rapport with procurement liaisons related to operational needs.
- Demonstrate good leadership and teamwork skills to lead lower-level procurement staff by enhancing the procurement experience for departmental staff.
- Excellent organizational and communication skills.
- Ability to provide excellent customer service by providing prompt and detailed responses to various programs and clinics on status of various orders.

**Duties**

- Serves as one of the leads in Procurement to coordinate various purchasing projects and to issue a high volume of purchase orders for supplies, equipment, and services.
- Ensures compliance with established County and departmental purchasing policies and procedures.

- Reviews and assists in writing detailed Statements of Work (SOW) and Technical Specifications (T-Specs) to ensure appropriate solicitation guidelines are followed.
- Interacts with ISD buyers for purchases above the department's delegated authority and resolves issues with eCAPS requisitions and SOWs and/or T-specs.
- Participates in procurement meetings with various programs and clinics to recommend the best possible solution to meet or exceed operational needs.
- Assists in reviewing and approving Special Requests (SRs) for purchase of supplies, equipment, and services.
- Interacts with various levels of departmental staff including program heads and clinicians, other County officials, and vendors.
- Resolves invoice discrepancies with Accounts Payable staff and vendors to ensure payments are made timely.
- Assists in reviewing and approving purchase orders for accuracy of price, quantity, Unit of Measure, vendor, agreement, and other supporting documentation.

**Vacancy  
Information**

The Materials Management Division is seeking two highly motivated and well-organized individuals to fill the Procurement Assistant II vacancies.

The vacancy is located at 550 S. Vermont Avenue, 2nd Floor, Los Angeles CA 90020.

Flexible schedule Available - 5/40 or 9/80.

**Contact Name** Megan Woodland  
**Contact Phone** 213-738-2133  
**Contact Email** mwoodland@dmh.lacounty.gov

**California  
Relay Services  
Phone** 800-735-2922

**Job Field** Purchasing and Contracts  
**Job Type** Officials and Administrators

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